



City of Calistoga

TEMPORARY TENTS & MEMBRANE STRUCTURES APPLICATION

Two weeks prior to installation of a temporary structure:

1. Complete Sections I and II of this form.
- 2a. **Submit application** and backup to the **Planning and Building Department** at **1232 Washington Street** and a scaled plot plan indicating: the location of the parking areas; the structure's dimensions and distances from other structures, buildings, property lines, vehicle parking areas and roadways; a seating arrangement plan, if applicable, indicating the number of seats, seat spacing, aisle location widths, exit widths/locations and exit sign locations; number, type, rating and locations of portable fire extinguishers; number and location of No Smoking signs posted. *(see 2nd page for details of all backup)*
- 2b. **Submit structural calculations and fire retardant listing** and approvals to the Planning and Building Department.
3. Pay the associated administrative fee.

Approval to install and hold event:

1. Upon approval of your application by the Fire Department, you may install the temporary structure.
2. Once installed, contact the Calistoga Fire Department at 707.942.2840 to arrange for a site inspection and final approval. *Note that Fire Department emergency calls will take priority and an immediate site inspection may not be possible.*

Section I General Information		
Date to be erected:	Date to be taken down:	
Address of event:		APN:
Type of temporary structure: <input type="checkbox"/> Tent <input type="checkbox"/> Canopy <input type="checkbox"/> Membrane <input type="checkbox"/> Other _____		
No. of people anticipated: _____	Size of Structure(s) _____	Type of event: _____
List of activities to occur: (Check all that apply)		
<input type="checkbox"/> Event open to the public	Heat source, if any:	<input type="checkbox"/> Ground cover: _____
<input type="checkbox"/> Food preparation/cooking	<input type="checkbox"/> Open flame	<input type="checkbox"/> Other activities: _____
<input type="checkbox"/> Vehicular parking within	<input type="checkbox"/> Propane Heater	
	<input type="checkbox"/> Electric Heater	
Section II Applicant Information		
Applicant's name:	City Business License: ___ Yes ___ No ___ Pending	
Telephone no.:	_____ (staff initials)	
Mailing address:		
Property owner (if different than above):		
Fee Payment – CITY USE ONLY		
Fee: \$ _____ (Acct. 64)	Total Due: _____	Date Issued: _____
Tracking Fee: \$ ___1.00___ (Acct. SOF)	Paid by: check / cash / credit card (circle one) Check # _____	Received by: _____ (print name)
Fire Department Approval to Install		Fire Department Approval after Install
Name:	Special Conditions:	Name:
Signature:		Signature:
Date:		Date:

TEMPORARY TENTS & MEMBRANE STRUCTURES APPLICATION / PERMIT

Purpose

The following guidelines were created to ensure tents and other membrane structures are properly installed, furnished, and safe for public use. The guidelines are based on the requirements of the California Fire Code and California Code of Regulations, Title 19.

Definitions

The following definitions are provided to facilitate the consistent application of these guidelines:

Air-Inflated Structure: A building where the shape of the structure is maintained by air pressurization of cells or tubes to form a barrel vault over the usable area. Occupants of such a structure do not occupy the pressurized areas used to support the structure.

Air-Supported Structure: A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

Membrane Structure: An air-inflated, air-supported cable or frame covered structure as defined by the California Building Code and not otherwise defined as a tent.

Tent: A structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable materials supported by any manner except by air of the contents that it protects.

Surge Tents: Temporary structures utilized by hospitals, health care facilities, and local health departments to *accommodate a surgery on demand. Surge Tents shall comply with the regulatory requirements of the Office of Statewide Health Planning and Development (OSHPD).*

Place of Assembly: Shall include a circus, carnival, tent show, theater, skating rink, dance hall, or other place of assembly in or under which persons gather for any purpose.

Scope

These guidelines address the temporary use of tents, awnings, or other fabric enclosures, including membrane (air-supported and air-inflated) structures and places of assemblage, in or under which 10 or more persons may gather for any lawful purpose.

Exceptions:

1. Tents, awnings, or other fabric enclosures used to cover or enclose private facilities on one- and two-unit family residential property.
2. Tents used to conduct committal services on the grounds of a cemetery.
3. Tents, awnings, or other fabric enclosures erected within a structural enclosure which is equipped with an overhead automatic sprinkler system.
4. Tensioned membrane roof materials supported by rigid frames or installed on a mast and cable system provided such structures conform to adopted construction requirements.
5. Fabric structures which are part of mobile homes, recreational vehicles, or commercial coaches.

Tents and other membrane structures erected for a period of more than 180 days within a 12-month period, on a single premise, are considered to be permanent. Permanent use of tents, awnings, or other fabric enclosures, including membrane structures, shall be submitted to the Planning and Building Department for approval.

Permit Requirements

A permit is required to operate a tent or an air-supported temporary membrane structure having an area in excess of 400 square feet.

Exceptions:

1. Tents used exclusively for recreational camping purposes
2. Tents open on all sides, which comply with all of the following:
 - a. Individual tents shall have a maximum size of 700 square feet.
 - b. The aggregate area of multiple tents (including Easy-Ups) placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
 - c. A minimum clearance of 12 feet to structures and other tents shall be provided.